

# 2017-18 REGISTRATION PROCESS AND TIPS

Education Academic Dean and Records Office  
March 13, 2017

This document contains **important information and details** about **course registration** for next year.

The following is a **concise schedule of course registration dates**:

March 16-March 27	Preliminary schedule available to students. Students report any problems to the deans. Any scheduling changes and updates will be posted on the Portal.
March 15	Flex period meeting with advisors.
March 20-April 7	Students meet with advisors for approval of schedules.
Monday, April 10	Rising seniors and fifth years register (check date and time on Portal)
Tuesday, April 11	Rising juniors register (check date and time on Portal)
Wednesday, April 12	Rising sophomores register (check date and time on Portal)

## **Tips for 2017-2018**

1. Follow the **program plans** located on MLC website and read the information posted there.  
<https://mlc-wels.edu/academics/program-plans/>

Some students will follow the older program plans, some the new ones, and others a combination of the two. If your program plan has changed over the course of your stay at MLC and you don't understand how the course requirements have changed, please consult with Dean Heidtke.

2. **Courses** that are **offered in both semesters** can be taken **either semester**. These appear in red type on the program plan. For example, *BHL III* and *Doctrine I* can be switched; the elementary education language arts block can be taken either semester, but must stay together as a block. Some classes **may be taken in a different year** than the program plan **if prerequisites are met**.
3. Remember to allow for "flex" period in your schedule. Students should focus on more courses in their schedule for Tuesday and Thursday. The master schedule has tried to accommodate this need. Also, whenever possible, students should avoid scheduling class both 5<sup>th</sup> and 6<sup>th</sup> period on Wednesdays to help overcome the excuse of missing "flex" period events due to cafeteria hours.
4. The number of **minimum** credits **for graduation** is **130 credits** for a single major. Check program plans and note different totals required for various majors.
5. The **maximum** academic load **per semester** is **18 credits**. You may audit additional courses, but the **total number of credits and audit hours** together may not exceed **21**. **This policy applies to all students**. Some program plans call for summer course work. Overloading is not an acceptable way to avoid summer work. Appeals must be submitted to the Vice President for Academics.

6. Other than music majors, secondary-only majors do not need keyboard or a vocal course; staff ministry-only majors do not need keyboard. Elementary majors are required to take two credits of choir and/or vocal training and three credits of keyboard. See your advisor or program plan for specific information.

**NEW Registration procedures for Piano, Organ, Voice and Instrumental Lessons –**

Schedule section 01 of the appropriate course(s) you plan to take through schedule planner.

1. After registration is over, you will be scheduled with the same instructor you had previously.
  2. If you have not taken any of these courses before, you will be contacted by email by Mrs. Wyffels from the Music Center for an instructor preference.
7. The Records Office will schedule all Early Field Experiences and Individual Field Experience during the Field Experience Interim.
  8. The course status tab under scheduling often lists notes that will help you select the correct course. For example, students may **not take HIS3010 U.S. History Since 1945 or ENG3310 Interpersonal Communication** until they have reached **junior standing**. Prerequisites are also listed there. A page from the 2017-2018 Student Teaching Bulletin is attached at the end of this document. It shows the eligibility requirements for student teaching.
  9. **PED1205/1206 First Aid is not considered an activity course** and cannot be selected as one of the courses needed to fulfill the Gen Ed Physical Education requirement of 2 semesters. Also, it cannot be taken by anyone with education in their major as one of the activity courses to fulfill the additional required semester of 2 activities. **Physical education majors, physical education minors, and coaching minors are required** to take this course as part of their program but it **does not count as one of their required activity courses**. It may also be taken as a free elective.
  10. All education students pursuing a minor that leads to **grades 5-8 Minnesota license endorsements in grades 5-8, K-8, or K-12** must **student teach that particular licensure field in 7<sup>th</sup> and/or 8<sup>th</sup> grades** during Student Teaching II. Please opt for the corresponding course: **EDU425X/Student Teaching (subject matter) in Middle School**.
  11. The **ECE major does not include a subject matter minor**. **ECE majors** must take **EDU3407 Early Childhood Education Clinical in the semester that they take EDU3109 Preprimary Curriculum**.
  12. **General Education** requirements can be found on the MLC website at <https://mlc-wels.edu/academics/general-education/>

**Menus** exist for **Literature, Fine Arts, Intercultural, Mathematics, and Science** (see General Education link above). Some menus allow education students to “double dip,” meaning you can fulfill a general education requirement along with a course required in your major. (The 130 total credit minimum still applies.) Examples of this would be a music major taking one of the music

history courses for the Fine Arts Elective or a Communication Arts and Literature major taking *American Minority Writers* for the Intercultural Elective. Some menu offerings fulfill licensure requirements; they are noted with an asterisk. **Select courses that fulfill licensure requirements.** **If you do not you will be adding credits to your program, most likely lengthening your college career.**

Education students who need to fulfill the Intercultural Elective can fulfill the requirement by taking one of the following courses: EDU2201 Intro to Urban Ministry, ENG3010 American Minority Writers, MUS3213 Music in World Cultures, or SSC4201 Intro to Minority Cultures. Consult your specific program plan to select appropriate electives to meet licensure requirements.

13. For **ECE, secondary, and staff ministry majors or double majors**, it is vital to get courses specific to that major in the years suggested on the program plans. Some courses are only offered every other year. Check the **5-year plan** to schedule those courses for your entire program. If you do not follow the program plan, you may extend your stay at MLC. If a course you need for your program is filled, please contact the Records Office.
14. **Further directions from the Records Office can be found on the MLC Portal schedule planner. Changes made to the master schedule in the first week will be posted on Portal.**
15. If you have any **questions** about your **program or program plans**, please contact **your advisor or the Dean's Office**. If you have any **questions** about **scheduling**, please contact the **Records Office**.

# Eligibility Requirements

## ***Requirements***

A student is eligible to apply for student teaching when all the criteria for admission have been met. The criteria are as follows:

- Previously approved for continued enrollment in the Teacher Education Program.

*Completed or is completing the following:*

- EDU1401 Early Field Experience I
- EDU2401 Early Field Experience II
- EDU3401 Early Field Experience III
- EDU3405 Individual Field Experiences

*For ECE student teachers*

- EDU3116 Teaching Religion in ECE
- EDU3210 Teaching Reading
- EDU3407 ECE Clinical
- PSY3010 Child Development
- PSY3020 Psychology of Learning

*For elementary education student teachers*

- EDU3210 Teaching Reading
- EDU3215 Teaching Religion
- EDU3411 Literacy Clinical
- PSY2002 The Psychology of Human Growth and Development
- PSY3020 Psychology of Learning

*For secondary education student teachers or SPED*

- EDU334x Teaching \_\_\_\_\_ in Middle and Secondary Schools **OR** EDU335x Teaching \_\_\_\_\_
- EDU342x \_\_\_\_\_ Clinical
- PSY3020 Psychology of Learning

*Earned or is earning the following:*

- 2.50 cumulative GPA in professional education courses
- 2.00 cumulative GPA overall
- 2.00 junior year semester two GPA

*Submitted or is submitting:*

- TEAM-ST by April 15
- Official results to meet the skills exam requirement for MN licensure by March 15 of Year Two (MN - NES, ACT Plus Writing, SAT, or GRE).